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ABSTRACT

Included in this 1973 revision of the faculty handbook from Castleton State College, Vermont, are a statement of faculty professional ethics, list of duties of administrative officers and of the faculty, guidelines used by the president's advisory council on promotion and tenure, and personnel information on faculty appointments through the division of continuing education (evening, summer, and graduate). (JT)

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CASTLETON STATE COLLEGE

Faculty Handbook

Revised September, 1973

HE 007 351

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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Statement of Professional Ethics
adopted by the A.A.U.P. in 1966
and by the Castleton State College
Faculty Forum in 1967*

The Statement

I. The professor, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognizes the special responsibilities placed upon him. His primary responsibility to his subject is to seek and to state the truth as he sees it. To this end he devotes his energies to developing and improving his scholarly competence. He accepts the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. He practices intellectual honesty. Although he may follow subsidiary interests, these interests must never seriously hamper or compromise his freedom of inquiry.

II. As a teacher, the professor encourages the free pursuit of learning in his students. He holds before them the best scholarly standards of his discipline. He demonstrates respect for the student as an individual, and adheres to his proper role as intellectual guide and counselor. He makes every reasonable effort to foster honest academic conduct and to assure that his evaluation of students reflects their true merit. He respects the confidential nature of the relationship between professor and student. He avoids any exploitation of students for his private advantage and acknowledges significant assistance from them. He protects their academic freedom.

III. As a colleague, the professor has obligations that derive from common membership in the community of scholars. He respects and defends the free inquiry of his associates. In the exchange of criticism and ideas he shows due respect for the opinions of others. He acknowledges his academic debts and strives to be objective in his professional judgment of colleagues. He accepts his share of faculty responsibilities for the governance of his institution.

IV. As a member of the institution, the professor seeks above all to be an effective teacher and scholar. Although he observes the stated regulations of the institution, provided they do not contravene academic freedom, he maintains his right to criticize and seek revision. He determines the amount and character of the work he does outside his institution with due regard to his paramount responsibilities within it. When considering the interruption or termination of his service, he recognizes the effect of his decision upon the program of the institution and gives due notice of his intentions.

V. As a member of his community, the professor has the rights and obligations of any citizen. He measures the urgency of these obligations in the light of his responsibilities to his subject, to his students, to his profession, and to his institution. When he speaks or acts as a private person he avoids creating the impression that he speaks or acts for his college or university. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the professor has a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

ORGANIZATION OF THE ACADEMIC STAFF

I. Administrative Structure

A. The administrative officers of the College are the President, the Dean for Academic Affairs, the Dean for Administrative Affairs, the Dean for Student Affairs, the Associate Dean of Admissions and Records, and the Business Manager.

B. The administrative officers in support of the academic program are the Directors of the Divisions of Continuing Education, Education and Professional Programs, Fine Arts, Graduate Studies, Humanities, Natural and Applied Science, Social Sciences, and the Library-Learning Resource Center.

C. Other administrative support is provided by the Director of Admissions, the Registrar, the Director of Financial Aid and Job Placement, the Director of Community Relations, the Director of Alumni Affairs, the Director of Research and Development, and the Director of Testing.

D. All administrative officers serve at the pleasure of the President.

II. Duties of the Administrative Officers

A. The President is the chief administrative officer of the College. He supervises the entire program of activities of the College in accordance with the policies of the Provost and the Board of Trustees.

B. The Dean for Academic Affairs is the President's chief executive officer. She approves graduation and degree requirements, credit loads, academic retention and dismissals, and transcript evaluations. She has authority to waive requirements for graduation, and to admit in-service degree candidates. She is responsible that the various curriculae and programs of the College qualify the students to satisfy the requirements of cognizant agencies and institutions for appropriate certification or admission to advanced standing. She approves course offerings in the various disciplines and coordinates the various curriculae. She recommends to the President the appointments, reappointments, promotion and tenure of members of the instructional staff. She supervises academic advising of students. She maintains records on faculty. She supervises academic ceremonies, commencement activities, faculty working conditions, complaints, development, foreign student programs, and representation of the College. She coordinates administrative matters for the President, and discharges such special duties as the President or faculty may appropriately direct.

C. The Dean for Administrative Affairs is the principal assistant to the President for administrative affairs. He supervises and is responsible for all activities directed by the Associate Dean of Admissions and Records, the Business Manager, the Director of Community Relations, the Director of Financial Aid, and the

Superintendent of Maintenance. He represents the President in matters relating to campus planning and building programs. Other direct responsibilities include campus security, space allocation and utilization, alumni affairs, and all construction and renovation projects. He shall discharge such other administrative duties as may be set by the President.

D. The Dean for Student Affairs generally supervises student activities, College housing, freshman orientation, student discipline, health services, personal and academic counseling services. She approves disciplinary dismissals and retentions. She discharges such special duties as the President or faculty may appropriately direct.

E. The Associate Dean of Admissions and Records supervises College data processing and the keeping of all academic, Veterans Administration and Social Security records, the conduct of all correspondence regarding them, and the compilation of all academic statistics. He supervises the issuing of class lists, grade reports, probation and dismissal lists, enrollment reports, and cumulative records and transcripts as appropriate. He generally supervises the admissions process. He discharges such special duties as the President or Deans may appropriately direct.

Included in such special duties are: College identification cards; student-faculty directory; supervision of class and examination schedules; assignment of instructional rooms and facilities.

F. The Business Manager is the President's chief agent for business and financial affairs. He is responsible for accounting, budgeting, receipt and expenditure of funds, bookstore and food service operations. He is the College personnel director for non-academic staff. He is in charge of meetings and conferences held on campus. He discharges other duties as appropriately directed by the President or the deans or the faculty.

G. The duties of the academic Division Directors, under the general cognizance of the Dean for Academic Affairs, are:

1. To recruit and select faculty.
2. To promote high levels of instruction within their divisions.
3. To help all members of the division achieve a high degree of professional competence and scholarship.
4. To be responsible for administrative details of the division, e.g., consultation on scheduling, registration, advising, grading reports, budget, equipment, recommending books for the library, ordering through the Bookstore, and informing faculty and staff of College regulations and official notices.
5. To be concerned directly with the objective appraisal of divisional staff, making recommendations to the Dean for Academic Affairs for appointments, salary increments, promotions, or dismissals.

6. To promote the effective integration of divisional offerings with the overall curriculum of the discipline and the College.

H. The Director of the Division of Continuing Education works in conjunction with the Advisory Committee on Continuing Education. He is responsible for the organization and administration of evening and summer school course offerings. He develops course offerings subject to the approval of the academic Division Directors, he recommends to the President the appointments of faculty. He supervises class and examination schedules and the assignment of instructional rooms and facilities. He discharges other special duties as the President or faculty may appropriately direct.

I. The Director of the Division of Graduate Studies works in conjunction with the Graduate Committee. He is responsible for the development of graduate programs leading to the Master of Arts in Education degree. He is responsible for the organization and administration of graduate course offerings, subject to the approval of the academic Division Directors. He discharges other special duties as the President or faculty may appropriately direct.

J. The Division Director of Library-Learning Resources is responsible for all library and learning resources services, including the coordination of the selection, acquisition, processing and effective use of all print, non-print and other informational resources deemed appropriate and necessary to the curriculum and learning goals of the College. These coordination, liaison and collection-building duties will be established and maintained with the academic administrators, faculty, students and all other members of the College community. He is further responsible for other special duties as the President, Deans, Directors, or faculty may appropriately direct.

III. Duties of the Faculty

A. The duties of the members of the faculty shall be outlined by the Dean for Academic Affairs, the academic Division Directors and their delegates.

B. Each member of the faculty shall observe the Faculty Handbook and the Constitution of the Faculty Forum. Acceptance of an appointment of any rank carrying a term of one or more years binds the appointee to give reasonable notice of resignation from the faculty, such notice to be made in writing to the President.

C. At Castleton State College a faculty member's responsibilities encompass a commitment to the students, the College, the academic discipline, and the profession. Major responsibility lies in the

role of instructor and advisor of students, and membership on this faculty should imply a primary interest in students and in teaching. A commitment to the College, the discipline, and the profession is only a slightly secondary responsibility, and among other things implies the role of active participant in helping to give direction to the quality of service to students and to the future development of the College. Because CSC is a State institution, there is also a commitment to the people of Vermont.

In line with the above, the following academic policy guidelines are suggested for the faculty members. These suggestions are intendend as guidelines, not rigid rules. They pertain to full-time teaching faculty and to the regular day-time session.

1. Teaching:

   (a) Twelve credit hours is a normal full-time load. In some disciplines, loads differing from this norm may be approved by chairmen or directors.

   (b) Full-time faculty will teach no more than two three-credit courses on Tuesday/Thursday.

   (c) Whenever possible, courses will be scheduled so as to conform to the designated class period limits of the regular class schedule.

2. Office Hours:

   A full-time faculty member should publish a minimum schedule of ten hours per week when he is available to students in his campus office. These hours should include time on each of the five teaching days and be staggered throughout the day. In addition, a faculty member should be available for appointments mutually convenient for him and for students. He should be available for extended periods at the beginning of a semester, at mid-term, and during registration.

3. Advising:

   Each faculty member should have approximately 15 to 20 advisees. He should be familiar with the College's academic policies so that he can competently advise students. An advisor should maintain an up-to-date file on each advisee. A student may not register without consulting his advisor and receiving approval of his program, signified by the advisor's full signature.

4. Committees:

After the first year of employment, each faculty member should serve on at least one and no more than two major College committees which meet on a regular basis. If he chairs a committee it should probably be the only one in which he participates. Depending upon the divisional structure, membership on divisional committees may be expected. All faculty are expected to attend department and division meetings and to participate in their deliberations.

Faculty are encouraged to attend and to become active participants in the Faculty Forum.

PRESIDENT'S ADVISORY COUNCIL ON PROMOTION AND TENURE

This Council is composed of the Dean for Academic Affairs (Chairman), the present Forum Moderator, the former Forum Moderator, one faculty member appointed by the Executive Council, and two faculty members elected by the Faculty Forum (for 1973-74 only).

Following are factors to be considered in actions regarding salary increment, promotion, tenure, and dismissal:

1. Department Chairman's and Division Director's recommendations are a guideline.
2. Student and/or peer evaluation.
3. Teaching ability--interpretation of committee forms and Chairman's or Director's comments. (Teaching ability is considered the most important criterion in the evaluation of faculty performance. Recommendations related to teaching ability must be supported by direct observational data from students or from peer faculty members.)
4. Student rapport--both in and outside class.
5. Professional and scholarly activity.
6. Committee work.
7. Student advising--academic and personal.
8. Advisorships to student groups.
9. Off-campus and community activities.
10. Experience, age, degrees and other academic qualifications.

The procedure for the promotion, retention, tenuring, dismissal and non-renewal of faculty is as follows:

1. Department Chairmen, in those Divisions where they exist, make recommendations with respect to faculty under their direction, and forward same to the appropriate Division Director.

2. The Division Director reviews the recommendations forwarded to him and makes his own recommendations. Both Division Directors and Chairmen discuss their recommendations in private conference with individual faculty members involved. Faculty are asked to sign the statement of recommendations in order to acknowledge that they have read the reports. The Division Director forwards the signed reports to the Dean for Academic Affairs.

3. Recommendations are brought to the President's Advisory Council on Promotion and Tenure. The Committee reviews all recommendations submitted by the Dean for Academic Affairs, and may also conduct reviews on its own motion.

4. The President's Advisory Council on Promotion and Tenure then recommends appropriate action to the President with respect to the faculty members who have been reviewed.

SUGGESTED GUIDELINES

For President's Advisory Council on Promotion and Tenure

For retention:

1. Quality of teaching
2. Work in discipline
   a. professional affiliations
   b. graduate study - research
   c. curriculum and course structure work
3. Contribution to the College and department
4. Personal attitudes and relations to colleagues
5. Assessment as permanent member of the faculty

Promotion to Assistant Professor:

1. Quality of teaching
2. Professional attitudes
3. Participation in College activities
4. Reviewed after four (4) years

Promotion to Associate Professor:

1. Quality of teaching
2. Professional attitudes
3. Participation in College activities
4. Community activities

Promotion to Associate Professor, cont'd.:

5. Pursuit of terminal degree in his discipline and/or evidence of scholarly involvement
6. Minimum of three years in rank as Assistant Professor

Promotion to Full Professor:

1. Quality of teaching
2. Professional attitudes
3. Participation in College activities
4. Community activities
5. Terminal degree in his discipline
6. Scholarly or creative activity
7. Minimum of five years as Associate Professor

FACULTY APPOINTMENTS THROUGH THE DIVISION OF CONTINUING EDUCATION
(Evening, Summer, and Graduate)

1. All courses offered through the Division of Continuing Education must bear the sponsorship and approval of a C.S.C. department.
2. Whether regular, full-time C.S.C. faculty or specially appointed Continuing Education faculty, all appointments to teach in graduate, evening or summer programs must bear the approval of the department and division involved.
3. For regular, full-time C.S.C. faculty, appointment is at the discretion of the Division Director, but within an institutional policy that provides for a maximum of one three (3) or four (4) credit course and one three (3) credit independent study in any regular semester, and two three (3) or four (4) credit courses and one three (3) credit independent study during the summer.
4. Where approved through existing divisional regulations, independent study or tutorial assignments will be reimbursed at the rate of $20 per credit hour.
5. Effective in the fall of 1973, a flat rate of $300 per credit hour will be paid to Continuing Education faculty.
6. Courses will normally be offered at this rate of compensation when Continuing Education enrollment reaches a minimum of ten students. In classes where enrollment is below that figure, partial compensation may be made upon agreement between the Director of Continuing Education and the faculty member concerned.
7. In cases involving extended travel to and from an off-campus location for purposes of teaching a Continuing Education or Graduate course, the standard V.S.C. mileage allowance will be paid.

BOOKSTORE

The Bookstore orders all textbooks. Personal orders are filled for individual instructors at a 10 per cent discount only on cash sales for purchases made in person.

Instructors are requested to take care of their own desk and examination copies.

CALENDAR SCHEDULE

The Director of Student Activities publishes a newsletter on Tuesday and Friday of each week school is in session. Notices of events are published and repeated to remind readers of the events. A yearly calendar is compiled and published before school commences in September listing the events for the year as much as possible. The SA Newsletter supplements this calendar.

COLLEGE FUNCTIONS

Events throughout the year include the Artist Series, Weekly Series, Artist-in-Residence Series, Lectures, Symposia, Art Exhibits, Craft Exhibitions, Dramatic Productions, Dance Recitals, and Concerts. A minimal charge is made for some of these events.

COLLEGE POST OFFICE

The College post office is located in the New Building. Each faculty member is assigned a lock box in which all of his mail will be placed. Individual mail deliveries to faculty offices are not made. New faculty will be assigned a box by the mail clerk. Outgoing mail may be deposited at the College post office. Window hours are posted at the service window.

Faculty are requested not to use their College address for personal or other non-college business.

COMMUNITY RELATIONS

The Director of Community Relations serves as liaison for the College in all community efforts.

He represents the College to the news media. He receives and distributes all news releases, including such information as the Faculty Forum may direct to be released to the public, items of general interest, and sports information.

He provides for the preparation and distribution of The Faculty Courier.

He oversees, edits, and prepares all College documents for publication and works with the printers to provide the finished product. He provides and uses mailing lists to apprise interested members of the community of College-sponsored activities. He provides and places any advertisements necessary to the proper operations of the College. Generally, he promotes the College as a recognized regional cultural center and an active participant in local affairs.

COMPUTATION CENTER

The College computation center is equipped with an IBM system 1130 Mod 2B with 8K core single disk drive. Please make arrangements for research applications and instructional applications with the Associate Dean of Admissions and Records.

HUDEN DINING HALL

Castleton State College has a large dining hall located in the dormitory area of the campus. At present, the dining hall service is managed by a food-service contractor. Faculty members may obtain meals at the dining hall on payment of the specified fees.

On occasion, a faculty member may eat in the dining hall without paying for the meal. It is the policy of the College to pay only for those meals obtained when in attendance at lunch or dinner meetings which are recognized as College activities requiring the presence of such individuals. All other faculty or staff meals are to be paid for at the time the meal is obtained.

The College will also assume payment for meals of guests of the College, and for visiting athletic teams and commuting members of our teams when necessary.

The following procedures pertaining to the charging of meals are in effect:

1. Faculty and Staff - Each individual will furnish the clerk on duty in the dining hall with his/her name and the function he is attending. The committee chairman (or other person responsible for assembling the group)will furnish the Business Office with a memorandum showing the date, meal (lunch or dinner), and the names of those individuals who were in attendance and for whom the meal was charged. This must be at the Business Office within two days.

   Any faculty or staff meals for which the College receives a bill and the above information is not received in the Business Office will be considered personal obligations and the individual invoiced for them.

2. Guests of the College - Each Division Director and principal administrator will be issued a meal ticket valid for 22 meals at the Huden Dining Hall. This ticket may be used only for entertainment activities or such other occasions that the College could properly be expected to pay for the meal. When this ticket is used up and a replacement requested, you must account for all meals purchased with it.

   A department chairman wh. has need to use a meal ticket, may request use of the Division Director's. Approval for such use would remain with the Division Director.

I.D. CARDS FOR FACULTY

I.D. cards for faculty can be obtained from the Registrar. The most convenient time to process them is at the beginning of the fall semester when the photo I.D. equipment is set up to photograph students.

LIBRARY-LEARNING RESOURCES CENTER

The paramount goal of the Library is to support the educational functions of the College.

As well as the general book, media, and periodical collections the Library has many special collections for curriculum material, children's books, Vermont history, pamphlets, records, government documents, and the reserve and reference collections. To encourage full use of the wide range of our resources the following services are offered:

Bibliographical and Research. The librarians are always available to answer reference questions and give research assistance. The library staff will be happy to prepare special bibliographies or book exhibits for faculty and class use. Ext. 257.

Circulation of Materials. The faculty is provided the privilege of checking out regular books for an indefinite period subject to recall if someone requests the books, and every six months all books are recalled for rechecking. Ext. 257.

Copy Service. There is a Xerox machine located in the Library Circulation Department. Copies made for instructional purposes may be charged to the appropriate division of the College at five cents per page. Personal copies cost ten cents per page. Transparencies may be made on the Xerox. There is a reader-printer available for making hard copies from microfilm.

Hours.		
	Monday - Thursday	8 A.M. - 11 P.M.
	Friday	8 A.M. - 6 P.M.
	Saturday	8 A.M. - 4 P.M.
	Sunday	1 P.M. - 11 P.M.

There is a curtailed summer schedule.

Educational Media. The Media Center has available video tape and general media equipment for faculty and student use. The Center also maintains catalogues and listings of films and facilities for film previewings. All film rentals and purchasing will be handled by the individual departments. Requests for video tapings etc. should be placed 7-8 days in advance of requested dates and requesting department must supply video tape. TV, video taping, etc. requests should be placed with Joan Morgan at Ext. 256. Requests for media equipment and projectionists should be placed with Bill Hayward at Ext. 256.

Interlibrary Loan Service. The faculty and students may obtain free of cost any periodical article or book not in our library through interlibrary loan. Please fill out the loan forms with as complete bibliographical data as possible. Ext. 257.

Lecture and Orientation Service. The librarians are always available by request for special subject bibliographical and research usage lectures. These lectures are oriented for basic courses as well as for advanced seminars. Faculty members are requested to coordinate these lectures with the librarians in order to schedule them at the most appropriate times and to discuss items which should be covered. Ext. 257.

Library Director. The Director of the Library-Learning Resources Center is responsible for all services of the Library-Learning Resources Center and cordially invites anyone from the College community to offer suggestions, criticisms and enter into discussions regarding the Center. Ext. 255.

Ordering of Materials. Members of the faculty play a vital role in the growth of the library's collections by using their subject expertise to select materials for addition to our collections. Purchase recommendation forms are available in the Library and the faculty is urged to help us build a collection which will enrich our course offerings. It is very helpful to have complete bibliographical, source, and purchase information for suggested purchases. If you have the brochure or name and date of source, the order process is greatly expedited. Attach the brochure to the form whenever possible. These forms should be given to the Library Coordinator for your division or the librarian. If some books are needed very urgently, the forms should have "Rush" clearly imprinted; and these requests should be handed to the librarian or the Acquisitions Librarian, Ben Berliner, with a verbal "Rush" appended. To establish a priority for requests the following categories may be used: 1. Urgent--needed as soon as possible for course-related work. 2. Absolutely necessary to support existing courses. 3. Items which would be useful and would round out our collection. Time of purchase left to Librarian's discretion. 4. Items not directly connected with your courses, relating to hobbies, personal interests, Vermontiana, etc. Purchase left to discretion of Librarian. Ext. 255

The librarians are always available for consultation about large retrospective orders, periodical subscriptions and backfiles, and all types of other materials that might be needed to support the curriculum.

Reserve Policy. The faculty may place any library or personal materials on reserve. Xerox copies may be made for items in short supply and of reasonable length. Forms are available to list those items you select for reserve. You may select the books directly from the stacks or list them on the form and ask us to retrieve them. It is necessary to have your reserve lists at least four weeks prior to the beginning of classes, and in a case when it is necessary to order books not presently in the library for reserve it is essential that orders be placed at least eight to ten weeks before classes begin in order to insure that your materials will have sufficient time to be ordered, processed and reserved. Please discuss with the librarian the need for multiple copies. Reserve materials may be designated for Use in the Library, 24 hour, Overnight Use, 3-Day, and 7-Day Circulation. Ext. 257.

Telephone Service. On-campus telephone service is available from 8:00 A.M. through 4:00 P.M. at extensions 255, 256, and 257. Telephone reference service is available during all open hours at extension 257.

MOTOR VEHICLE INFORMATION

Motor Vehicle regulation is essential for the safety and convenience of all members of the College community, visitors and friends. The rules are few; your cooperation is solicited to make them work.

The speed limit on campus is 20 m.p.h. Parking areas and use are shown below:

Area 1 - South of Ellis Hall - Unrestricted
Area 2 - North of Men's Dorms - Unrestricted
Area 3 - Across tracks behind Library - Unrestricted
Area 4 - South of Science Building - Unrestricted except for 1st row (Faculty-Staff only)
Area 5 - South of Fine Arts Center - Faculty, Staff & Visitors until 5 P.M. Unrestricted after 5 P.M.
Area 6 - North of Gymnasium - Unrestricted daytime use; no parking 3 A.M. to 7 A.M.
Area 7 - Lower Level adjacent to Gym lot, west side - Unrestricted
Area 8 - Area in front of Dining Hall - Unrestricted daytime use; no parking 3 A.M. to 7 A.M.

Please park within the lines provided.

Area behind the Gym is restricted to Maintenance and College vehicles.

PARKING IS NOT PERMITTED ON ANY COLLEGE ROAD OR IN ANY AREA EXCEPT THOSE LISTED ABOVE.

An improperly marked vehicle may be towed away if it constitutes a hazard or interferes with the normal operation of the College.

VERMONT RESIDENTS: Parking permits are to be placed in the lower right hand corner of the windshield.

OUT-OF-STATE RESIDENTS: Parking permits are to be placed in the right rear-seat window.

A change in vehicles will require a new permit-available without charge at the switchboard.

Fines for violations will be assessed as follows:
1st and 2nd offense - $3.00; 3rd offense $5.00; after three tickets, you will be fined and may not be permitted to use your car on campus for thirty (30) days. Fines are payable at the Business Office.

SNOW REMOVAL: After each snow storm when plowing is necessary, all resident students must move their cars to the large lot behind the Library (Area 3) until the small lots are cleared. Notice will be posted in each dormitory.

AFTER THE SEVENTH DAY OF CLASSES IN EACH SEMESTER, CARS ON THE CAMPUS WITHOUT A PERMIT WILL BE IN VIOLATION.

PERMITS WILL NOT BE REQUIRED DURING SUMMER SESSION.

NOTARY PUBLIC

The following are Notaries Public:

Miss Joan Phalen
Mr. Leonard Johnson

MUSIC

Listening Room. Stereo tape decks and turntables are available for listening five days a week. All are encouraged to make use of these facilities. Recordings may be procured for in-the-room listening from the attendant.

Practice Rooms. Practice rooms are open five days a week from 8 A.M. to 10 P.M.

PHYSICAL EDUCATION

Faculty and staff are admitted at a reduced rate to all events. Equipment and supplies are available to faculty and staff for participation in the following activities: golf, tennis, badminton, archery, weight training, fencing, volleyball, basketball, handball, and paddleball. The equipment room is open from 9:30 A.M. to 5:30 P.M.

PROCUREMENT

Procurement of supplies, materials and equipment is handled by the Business Office. Unless prior authorization is received from the Business Manager or Assistant Business Manager, faculty may not place direct orders with vendors for any merchandise to be paid for by the College. All requests for purchases are to be submitted on the College requisition form which must be approved by the department chairman or division director before submittal to the Business Office.

Certain supply items are available from the College supply room. Such items as are available can be obtained during regular hours. This supply room is in the east end of the main floor in Woodruff Hall.

SALARY PAYMENT

Faculty salaries are paid biweekly for a total of 26 pay periods. This enables the faculty member to have his salary spread out over the year in equal installments. Regular pay dates are every other Thursday. The first pay day in the calendar year 1974, will be January 3. The regular biweekly dates may be planned from that date. Additional compensation, such as for summer school or evening division, is paid during the periods in which services are rendered.

SNACK BAR

Currently the snack bar in the New Building is open:

Monday-Friday	7:15 A.M. - 3:30 P.M. 5:00 P.M. - 11:00 P.M.
Sunday	7:00 P.M. - 11:00 P.M.

TELEPHONE SYSTEM

Castleton State College has a central telephone system with all telephones, except those in the dormitories, operating through a switchboard located in Woodruff Hall. This switchboard is open seven days a week--24 hour coverage, during those times the College is in session; 8 A.M.-5 P.M. Monday through Friday at those times when the College is in recess.

Calls within the College system may be made by dialing the extension number you wish to reach. Calls outside the College system, except from a very limited number of so-called unrestricted telephones, may be made through the switchboard. This is accomplished by dialing "0" (operator) and requesting an outside line. All toll calls may be made only for official College business and then should be kept to a minimum. All toll calls must be placed through the switchboard operator.

Any questions regarding use of the College telephone system may be directed to your department chairman or the switchboard operator.

The College now has three Vermont WATS lines available for in-State toll calls. Faculty are urged to use the WATS lines for all Vermont toll calls. These calls are placed through the switchboard operator. Faculty using an unrestricted line are required to keep a log of long distance calls or have them placed through the switchboard operator.

TELEVISION SYSTEM

The College has a television system which consists of vidicon cameras, microphones, tape recorders, turntable and videotape recorders. The equipment is available for use by all members of the College community. Please schedule your projects at least seven days in advance. Scheduling and discussion of various projects should be made through Joan Morgan, Director of Television, Library, Phone Ext. 256.

TRAVEL

Faculty may be reimbursed for expense incurred for approved travel by submitting a complete expense account form to the Business Office.

Payment for use of personal auto is at the rate of eleven cents per mile for actual miles driven. Other expenses, such as rooms, meals and public transportation are reimbursed at cost. Expenses for which reimbursement is requested must be incurred while engaging in official College business.

Instate--travel must be approved in advance by the department chairman. Prior written approval of the Division Director and President of the College must be obtained for out-of-state travel and overnight in-state travel.

USE OF COLLEGE VEHICLES

College-owned vehicles may be used only for official College business. This includes local trips for meetings, transportation of student to off-campus instructional settings, out-of-state meetings or conferences when a travel-request form has been approved by the President, transportation of athletic teams participating in intercollegiate events, and other uses which may be classed as official College business or activities. Except as set forth above, vehicles will not be available to students or student groups. College owned vehicles may not be used for activities of the various student clubs or groups on campus, such as those sponsored or recognized by the Student Association. In all cases, use of a College vehicle is contingent upon availability at the required time. The number of College owned vehicles is quite limited, so that firm plans to use one should not be made until confirmation of availability on the requested date(s) is received.

A special form, available from the department chairman or the College supply room, is required for requesting use of a College vehicle. This form must be used for such requests.

Responsibility for College vehicles is assigned to Mr. Stanley Reed, Superintendent of Maintenance. This form is to be submitted to him as far as possible in advance of the date that the vehicle is to be used. It should be submitted at least 24 hours in advance of the time you wish to take the vehicle out. In the event of unavailability of a vehicle for the time requested, Mr. Reed will notify you immediately after receiving your written request.

VERMONT STATE EMPLOYEES CREDIT UNION

Full-time faculty members are eligible to join the Vermont State Employees Credit Union. This is a credit union formed by employees of the State of Vermont, which has extended membership privileges to personnel of Vermont State Colleges. Savings may be deposited to the credit union either directly or via payroll deductions. The latest dividend on savings is five per cent. Members of the credit union may also borrow from it for a variety of purposes such as personal loans, automobile loans, home improvement loans, and educational loans. Interest rates, collateral required, repayment periods, and amount of payments are determined by the amount of the loan and the purpose for which it was made. Loans may be paid either directly or via payroll deduction. Membership application forms and payroll deduction cards are available at the Business Office.

ADDENDUM

INSURANCE

The liability insurance contract, as written, provides liability insurance in the following amount:

Bodily Injury:	$ 75,000 each person $300,000 each occurrence
Property Damage:	$ 75,000 per occurence (No deductible apply)

Beyond this amount, the State of Vermont claims sovereign immunity, which is a provision of Vermont statutes which limits the liability of the State of Vermont in the event it is sued. Vermont State Colleges are considered an agency of the State of Vermont and thus fall within the statute providing limitations. Over and above the amount set forth, the State of Vermont or Vermont State Colleges may not be sued.

Officers and employees of the State of Vermont are included in our existing policy as additional insureds, while acting within the scope of their duties as such, including liability for injury to fellow employees.

It should be noted that the contract insures the State for claims resulting from the operation of privately owned vehicles driven by State employees on State business, whether or not they are receiving a mileage allowance and also insures the State for claims resulting from the operation of hired vehicles whether or not operated by State employees.

In connection with non-ownership and hired car coverage, your attention is directed to the fact that only the State's interest is protected. The operator should protect himself with his own insurance for any claims that might be made against him in connection with his operation of his own vehicle.

There is additional liability coverage carried on the President of the College since, as chief executive officer, he can be held responsible for any act or activity occurring on campus.

The nursing faculty are required by the Rutland Hospital and other professional facilities where they practice to secure professional liability insurance.

Vermont State Colleges are covered by Workmen's Compensation up to a limit of $100,000 for accidents or injuries occurring while "on the job." All doctor bills and medication resulting from an accident or injury will be paid in full and if disability is incurred, a weekly compensation will be paid in accordance with the law (based on individual salary).

In addition to the general liability and Workmen's Compensation insurance, there is fire insurance on all buildings and their contents; the value of the buildings is determined by the central office of Vermont State Colleges, working together with the insurance and appraisal people; the contents are covered for their actual value. There is also $100 deductible collision insurance on most of the vehicles (the College must absorb the first $100 damage).

In all cases, any accident or injury should be reported promptly to the Business Office. Failure to do so may result in denial of coverage. All forms are available from your supervisor or the Business Office.

Theft coverage is too expensive to carry, as such; however, for those paintings and sculptures which are non-owned but under the control of the College, we do have a rider on our fire policy with a $500 limit per single object/$10,000 maximum limit.